



CANNON BUILDING
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DOVER, DELAWARE 19904-2467

STATE OF DELAWARE
COUNCIL ON REAL ESTATE APPRAISERS

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PUBLIC MEETING MINUTES:	COUNCIL ON REAL ESTATE APPRAISERS
MEETING DATE AND TIME:	Tuesday, February 18, 2014 at 9:30 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room A , 2nd floor of the Cannon Building
MINUTES APPROVED:	April 15, 2014

Members Present

Georgianna Trietley, Chair, Professional Member
Lynn Baker, Professional Member, Vice Chair
Ronald Mandato, Professional Member
Brad Levering, Professional Member
Douglas Nickel, Professional Member
Jan Jenkins, Public Banking Member
Frank Long, Public Member

Division Staff/Deputy Attorney General

Kevin Maloney, Deputy Attorney General
Amanda McAtee, Administrative Specialist II

Members Absent

None

Public Present

Doug Sensabaugh

Call to Order

Ms. Trietley called the meeting to order at 9:33 a.m.

Review and Approval of Minutes

The Council reviewed the minutes from the January 21, 2014 meeting. Mr. Nickel made a motion, seconded by Mr. Mandato, to approve the minutes as submitted. By unanimous vote, the motion carried.

Deliberation and Vote on Proposed Revisions to Rules and Regulations (majority of changes are of an administrative nature)

Mr. Maloney stated that public comment was not received. Mr. Nickel made a motion, seconded by Mr. Baker, to adopt the proposed Rules and Regulations. By unanimous vote, the motion carried.

Mr. Levering stated that he wanted to discuss adding a regulation to require temporary permits licensees and new applicants to take DE Law course as QE in order to be licensed. Ms. McAtee stated that the topic would be added to the March 18, 2015 agenda.

Unfinished Business

Status of Complaints

19-20-12 Forwarded to the Office of the Attorney General

19-04-13 Forwarded to the Office of the Attorney General

19-08-13 Dismissed by the Division

19-09-13 Forwarded to the Office of the Attorney General

Ms. Trietley stated the status of complaints were as listed above.

New Business

New Complaints

19-11-13

Ms. Trietley stated that the Council received one new complaint, 19-11-13.

Ratification of Issued Licenses

Mr. Nickel made a motion, seconded by Mr. Mandato, to ratify the list of licenses issued below.

The motion carried unanimously.

Scott E. Killheffer, Trainee

David D. Reed, Trainee

Sandra A. Berry, CRRPA

Sean Paul Lyons, CGRPA

John E. Doyle, CGRPA

James A. Piwarun, Temporary Practice Permit

Karen L. Blosser, Temporary Practice Permit

Robert John Strachota, Temporary Practice Permit

David McArdle, Temporary Practice Permit

Sarah C. Miller, Temporary Practice Permit

Gerald V. Rasmussen, Temporary Practice Permit

James R. Black III, Temporary Practice Permit

Bruce E. Nell, Temporary Practice Permit

Daniel H. Lesser, Temporary Practice Permit

Jennifer K. Phillips, Temporary Practice Permit

Delbert Herr Kendall, Temporary Practice Permit

Review of Application for Certified Assessor

None

Review of Application for Examination

Patrick Lorenz – Trainee to CGRPA

Mr. Baker reviewed the application for examination of Patrick Lorenz and had found the application complete and in order. After discussion, Mr. Mandato made a motion, seconded by Mr. Levering, to approve Mr. Lorenz to sit for the Certified General Real Property Appraiser exam and approved his license contingent on satisfactory review of work product and passing the exam. The motion carried unanimously.

Review of Application for Re-examination

None

Review of Application for Exemption

None

Reciprocity

None

Review of Hearing Officer Recommendations

None

Review and Deliberation of Consent Agreements

None

Review of Application for Temporary Practice Permit

Jason John Krentler

Ms. McAtee stated that Mr. Krentler had discipline in another state and the Division could not issue the temporary practice permit without Council review. The Council reviewed the temporary practice permit application for Jason John Krentler. After discussion and review, Mr. Mandato made a motion, seconded by Mr. Nickel, to approve the temporary practice permit for Jason John Krentler. The motion carried unanimously.

Review of Experience Log

Andrew Smith

Ms. McAtee stated that this topic was on the agenda for review because the State of Delaware was found non-compliant in the credentialing of Mr. Smith in an Appraisal Subcommittee (ASC) audit. Mr. Smith did not supply Council with a log and sample reports were not selected for USPAP review. Instead Mr. Smith supplied the Council with an affidavit of experience. The ASC does not permit states to use an affidavit of experience in lieu of a log. Mr. Nickel had been assigned to review Mr. Smith's log and sample reports. Ms. McAtee stated that she initially made contact with Mr. Smith on October 24, 2013. She did not receive a completed log from him until February 3, 2014, which was past the original deadline of November 18, 2013. The sample reports that were requested were given a submission deadline of February 11, 2014. However, Mr. Smith sent the final report after that deadline on February 17, 2014.

Mr. Nickel stated that he had reviewed the log and selected five reports to review for USPAP compliance. Mr. Nickel stated that he had just received the last report on February 17, 2014 and did not have adequate time to review the reports that were submitted. Mr. Nickel stated that he did review Mr. Smith's log and on initial inspection, the log's hours appeared to be inflated. The first log that was received on December 31, 2013 was not sufficient because it was sixty hours short of the required 3,000 hours total. Mr. Nickel stated that when he finally received a complete log on February 3, 2014, that he selected reports for review. One report from the 1990's could not be produced. Mr. Smith had explained that his previous employer did not keep the file and his employer wrote a letter that identified other properties but not the one in question. Mr. Nickel stated that he selected another report for review in its place.

Mr. Nickel stated that he wanted additional reports from Mr. Smith to review because a few of the reports that he requested were completed outside of the State of Delaware. Mr. Smith's log contained addresses that were unclear and Mr. Nickel did not know that some of the properties that he selected were completed outside of Delaware until he received the reports. After discussion, Mr. Nickel made a motion, seconded by Mr. Baker, to table the discussion of Andrew Smith's experience log and reports and for Mr. Nickel to request additional reports that

were completed in the State of Delaware from Mr. Smith for review. The motion carried unanimously.

Approval of Continuing Education Activities

After discussion and review, Mr. Nickel made a motion, seconded by Mr. Levering, to approve the continuing education activities listed below. The motion carried unanimously.

Allterra Group	FHA Appraisals and Reporting Requirements	classroom	5/12/2014	7 CE
Allied Business	Real Estate Appraisal Principles & Practices	Online	open enrollment	60 QE
Appraisal University	2014-2015 7hr USPAP Update Course	Online	open enrollment	7 CE
ASFMRA	Intro to Commercial Greenhouse Appraisals	classroom	4/29/2014	8 CE
ASFMRA	Income Approach Applications	classroom	4/28/2014	8 CE
DE Assoc. of Appraisers	2014-2015 7hr USPAP Update Course	classroom	4/8/2014	7 CE
DE Chapter Appraisal Inst.	2014-2015 7hr USPAP Update Course	classroom	1/24/2014	7 CE
McKissock	The Thermal Shell	online	open enrollment	3 CE
McKissock	Appraisal of Self-storage Facilities	online	open enrollment	7 CE
McKissock	Heating, Vent., & AC Systems in Green Buildings	online	open enrollment	4 CE
McKissock	2014-2015 7hr USPAP Update Course	classroom	TBD	7 CE
OnCourse Learning	Residential Sales Comp. & Income Approach	online	open enrollment	30 QE
OnCourse Learning	Basic Appraisal Principles	online	open enrollment	30 QE
OnCourse Learning	Basic Appraisal Procedures	online	open enrollment	30 QE
OnCourse Learning	Residential Report Writing & Case Studies	online	open enrollment	15 QE/14 CE
OnCourse Learning	Residential Market Analysis & Highest Best Use	online	open enrollment	15 QE/14 CE
OnCourse Learning	Residential Appraiser Site Valuation & Cost Appr.	online	open enrollment	15 QE/14 CE
OnCourse Learning	FHA Single Family Appraisal	online	open enrollment	15 QE/14 CE
OnCourse Learning	URAR Form Review	online	open enrollment	7 CE
OnCourse Learning	Appraisal Math and Statistics	online	open enrollment	7 CE
OnCourse Learning	Cost Approach Overview	online	open enrollment	7 CE
OnCourse Learning	Income Capitalization Overview	online	open enrollment	7 CE
OnCourse Learning	Sales Comparison Approach	online	open enrollment	7 CE

Board Order Compliance

None

Correspondence

None

Other Business before the Council (for discussion only)

None

Public Comment

None

Next Meeting

The next meeting is scheduled for March 18, 2014 at 9:30 a.m. in Conference Room A second floor, Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

Adjournment

Mr. Mandato made a motion, seconded by Mr. Nickel, to adjourn the meeting. There being no further business before the Council, the meeting adjourned at 10:29 a.m. The motion carried unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'A McAtee', with a stylized flourish at the end.

Amanda McAtee
Administrative Specialist II

The notes of this meeting are not intended to be a verbatim record of the topics that were presented or discussed. They are for the use of the Council members and the public in supplementing their personal notes and recall for presentations.